



State of New Jersey
DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH AND FAMILY SERVICES
CN 717
TRENTON, NEW JERSEY 08625-0717

ALAN J. GIBBS
Commissioner

NICHOLAS R. SCALERA
Director

S A M P L E

Date
Re: (Child's Name)
KC#
Incident Date

Dear

The protective services investigation of your home has been concluded and the Division of Youth & Family Services has determined that:

(CHOOSE ONE OF THE FOLLOWING INCLUDING A
RESTATEMENT OF THE ALLEGATION AND PERPETRATOR)

- the abuse/neglect of the child(ren) who (has/have) been the subject of the investigation was substantiated and that the alleged perpetrator was responsible.
- the abuse/neglect of the child(ren) who (has/have) been the subject of the investigation was substantiated but it has not been confirmed that the alleged perpetrator was responsible.
- the abuse/neglect of the child(ren) who (has/have) been the subject of the investigation was substantiated but the perpetrator is unknown.
- child abuse/neglect was not substantiated.
- the alleged incident never occurred.

After consideration of this determination the Division of Youth & Family Services has decided that:

(CHOOSE ONE OF THE FOLLOWING WHICH IS
CONSISTENT WITH THE FINDING INDICATED ABOVE)

- the child(ren) who (has/have) been the subject of the investigation (will/will not) remain in your home.

- the child(ren) who (has/have) been the subject of the investigation (will be/has been) removed; your home (will/will not) remain open for the other DYFS children receiving services and for future placements.
- your home will no longer be used for DYFS-supervised children.
- (other reason not covered by above statements).

If you disagree with this decision you may request a District Office dispositional conference within 5 working days of receipt of this letter. If the outcome of that conference is unsatisfactory to you, a regional level dispositional conference may be requested within 5 working days of receipt of the results from the District Office.

A DYFS Central Office Administrative Review may be requested if the above dispositional conferences have been unsatisfactory. Requests for Administrative Reviews must be made within 60 days of the conclusion of the regional level dispositional conference.

You may contact the Case Manager, _____, or his supervisor, _____ at _____, if you have any questions regarding the above or if you wish to arrange for a District Office dispositional conference.

Very truly yours,

District Office Manager

c: Child's case record
Regional Administrator
Other DO/ARC Manager (when applicable)
DAG (when applicable)